



## **ECONOMIC DEVELOPMENT SPECIALIST**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of professional and administrative duties involved in attracting new businesses and industries and retaining existing businesses and industries in the City.

### **Supervision Received and Exercised:**

Receives direction from the Economic Development Director.

May provide functional level supervision over professional and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Contact businesses to promote the advantages of Tempe as a location for immediate or future development or expansion, with focus on internet and other high-tech companies; market Tempe to individual businesses and in conjunction with regional economic development organizations; act as a liaison between businesses, Tempe, property owners, and other parties in an effort to attract and/or retain or expand business in the City.
- Research and network within the business and regional economic development organizations; research and assist target industries and businesses; prepare marketing materials and send to target industries and businesses; make marketing presentations; conduct tours; meet with new and existing business representatives; respond to businesses interested in relocation or expansion in the City.
- Represent and promote the City through participation on various committees, business round tables, and strategic alliances to develop strong working relationships with key individuals in finance, real estate, development, and business; plan, schedule and coordinate special events; assist other City departments and divisions in coordinating special events.

## CITY OF TEMPE

### Economic Development Specialist (continued)

- Participate in the coordination of projects with the Chamber of Commerce and other City departments; implement the City's business retention programs.
- Recommend and assist in the implementation of goals and objectives for special programs and projects for effective recruitment of new industry, new business, and new investments in the City; assist in the development of policies to stimulate expansion of existing industry, existing business, and existing investments in the area; implement policies and procedures; staff committees for various projects and programs.
- Conduct business and industry surveys and compile data; analyze findings; prepare reports and recommendations.
- Write articles to be placed in City bulletins, newsletters, fliers and other publications.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of responsible experience in sales/marketing, program management, economic and real estate development, or business finance, preferably in a public agency.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, finance, computer science, or a related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 0404**

**Salary Range: 43**

**FLSA: Exempt**